SPD - Manpower Requirements - PROC6000 Response: addressed in general comments.

Scope

This document defines the process for developing manpower requirements data for ~~the determination~~ determining Response: rejected ~~of~~ FTE allocations for the budget year (CFY+1) and through th~~e~~at budget year plus four (CFY+5).

Policy

EC 570-1-11 (formerly EC-11-1-4), USACE Manpower – Corps of Engineers – Manpower Requirements Systems *[http://www.usace.army.mil/inet/usace-docs/eng-circulars/ec11-1-4/entire.pdf]*

ER 5-1-11, U. S. Army Corps of Engineers Business Process
[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf]

Responsibility

The Headquarters (HQUSACE) Manpower and Force Analysis Division is responsible for

- Providing EC 570-1-11 and associated guidance to the MSCs, Districts, and FOA~~'~~s
- Generating resource estimates for future work using USACE-wide averages
- Providing FTE allocations based on all work requirements, constrained to meet OMB and DA FTE authorizations

The Major Subordinate Command (MSC) Manpower Officer is responsible for

- providing guidance to the Districts
- Analyzing Response: accepted and reworded and consolidating and providing to HQ comments and issues related to initial allocation.

The District Manpower Officer is responsible for

- Providing guidance to technical and support offices in the district
- Verifying that workload information complies with guidance
- Preparing workload reports for review and verification by Program Budget Advisory Committee (PBAC)

The District Program Analyst (PA)/Budget Analyst (BA) is responsible for

Copyright © Oracle Corporation, 2000. All rights reserved.

- Providing a manpower version of each work effort in the district ~~for~~ to use in Response: reject determining workload/FTE requirements

- Reviewing initial allocations

The Program Budget Advisory Committee (PBAC) is responsible for verifying District workload.

The Major Subordinate Command (MSC) Regional Management Board (RMB) is responsible for verifying regional workload for CFY+1 and beyond.

Distribution

District Manpower Officer

District Program Analyst (PA)/Budget Analyst (BA)* Response: Edit Team will review and revise.

Headquarters (HQUSACE) Manpower & Force Analysis Division*

Major Subordinate Command (MSC) Manpower Officer

Major Subordinate Command (MSC) Regional Management Board (RMB)*

Program Budget Advisory Committee (PBAC)*

ject Manager (PM)

Ownership

The BP/P2 Configuration Manager is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

Civil Works Program and Budget Cycle – PROC7000[[PROC7000]

Activity Preface

This process is performed annually during the manpower requirements cycle and is initiated upon receipt of the Manpower Requirements EC.

Headquarters (HQUSACE) Manpower & Force Analysis Division

1. Release EC 570-1-11 (USACE Manpower - Corps of Engineers - Manpower Requirement Systems) Guidance, Fiscal Year 20XX.

Copyright © Oracle Corporation, 2000. All rights reserved.

Major Subordinate Command (MSC) Manpower Officer

2. Forward HQ EC/guidance with supplemental implementation guidance to the District Manpower Office.

District Manpower Officer

3. Provide HQ/MSC EC/guidance with supplemental implementation guidance to the Technical and Support Offices

District Program Analyst (PA)/Budget Analyst (BA)

4. Make a copy of the "President's Budget" budget-type (to be determined and identified in guidance) of the project/program in P3e.

5. Update the copy consistent with MSC and HQ guidance and save as a "Manpower" budget-type.

   Specifications for Corps of Engineers Manpower Requirements System (CEMRS) interface yet to be defined. Process will be updated when complete. Response: This line was deleted from business process.

6. Create Manpower versions in Oracle Projects for copied budget types of each project/program.

District Manpower Officer

7. Verify workload information for conformance to guidance.

8. Run Workload Reports in P2 for District verification.

Program Budget Advisory Committee (PBAC)

9. Review and verify workload information, ensuring it contains all- Response: accepted work for the District.

If all work has been identified, goto task #10. Otherwise, goto task #4.

10. Notify MSC of workload verification.

Major Subordinate Command (MSC) Manpower Officer

11. Execute Workload Reports in P2 for MSC verification.

Major Subordinate Command (MSC) Regional Management Board (RMB)

12. Review and verify Division rollup of workload data.

Copyright © Oracle Corporation, 2000. All rights reserved.

If workload is verified, goto task #13. Otherwise, goto task #2.

13. Notify HQ of verified workload.

Headquarters (HQUSACE) Manpower & Force Analysis Division

14. Import workload data from P2 into CEMRS. Response: information will be available through reports. Decision was made to not automatically populate data fields from CEMRS into P2.

15. Generate resource estimates for future work using CEMRS modeling tool and made available to P2. Response: information will be available through reports. Decision was made to not automatically populate data fields from CEMRS into P2.

    Specifications for CEMRS interface yet to be defined. Process will be updated when complete.

16. Execute Full Time Equivalent (FTE) Response: spelled out acronym in Scope Requirements reports in CEMRS.

17. Compare CFY+1 FTE requirements with Office of ~~M~~anagement and Budget(OMB) and Department of Army (DA) Response: spelled out acronyms in Responsibility section authorizations.

If FTE requirements are within authorizations goto task #19. Otherwise, goto task #18.

18. Constrain CFY+1 workload data using CEMRS modeling tool to bring CFY+1 FTE requirements within authorizations.

19. Notify Divisions/Districts/FOA of CFY+1 Initial Allocations

Major Subordinate Command (MSC) Manpower Officer, District Manpower Officer

20. Review CFY+1 Initial allocation and provide reclama if required.

21. Prepare comments for submission to HQ through MSCs.

Major Subordinate Command (MSC) Manpower Officer

22. Consolidate comments from all Districts

23. Submit comments to HQ for review.

Headquarters (HQUSACE) Manpower & Force Analysis Division

24. Review comments from MSCs and make adjustments to CFY+1 allocations where required.

25. Send CFY+1 final allocation to Commanders of MSCs/Districts//Centers.

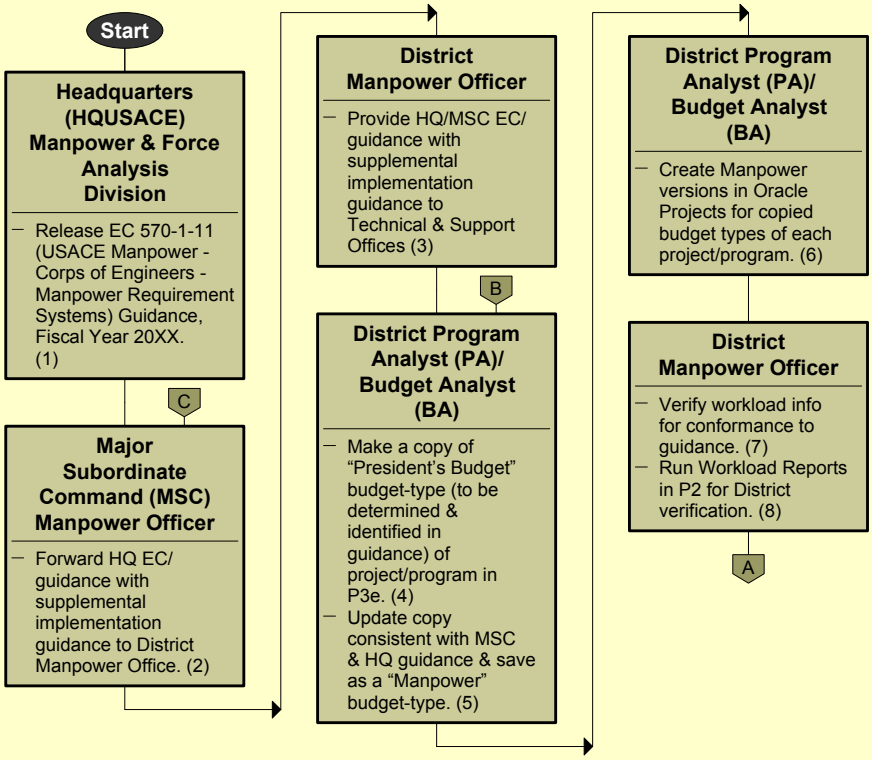
Copyright © Oracle Corporation, 2000. All rights reserved.

26. Defend manpower requirements to OMB/DA.

    For the purpose of addressing manpower requirements beyond the CFY+1, HQ prepares CFY+2 thru CFY+5 civil works data for submission to OMB and CFY+3 thru CFY+5 military data for submission in the Program Objective Memorandum (POM) Response: accepted process.

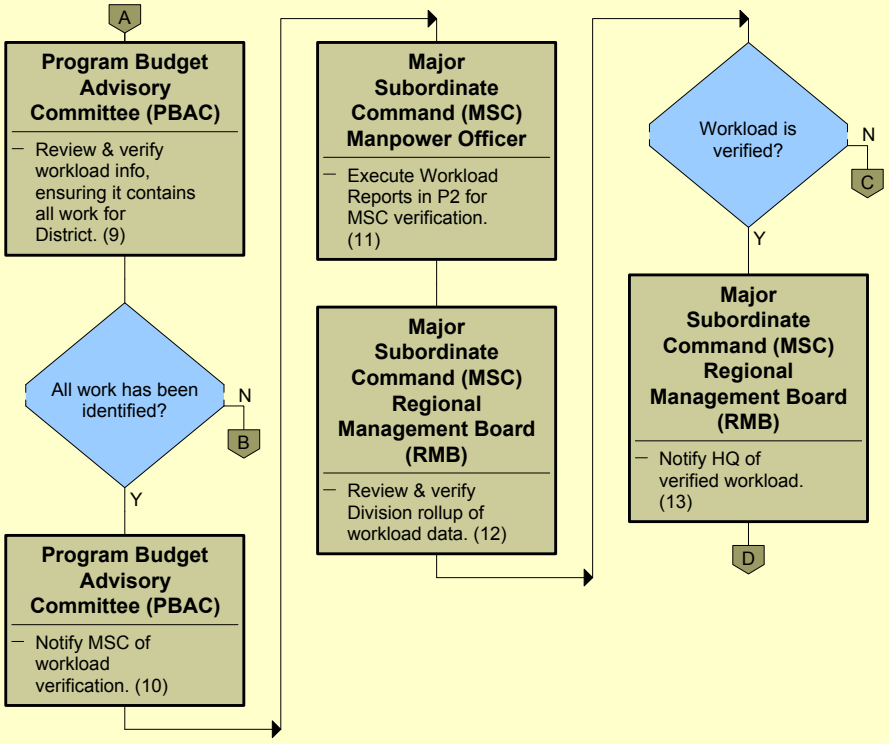
End of activity.

Manpower Requirements - PROC6000

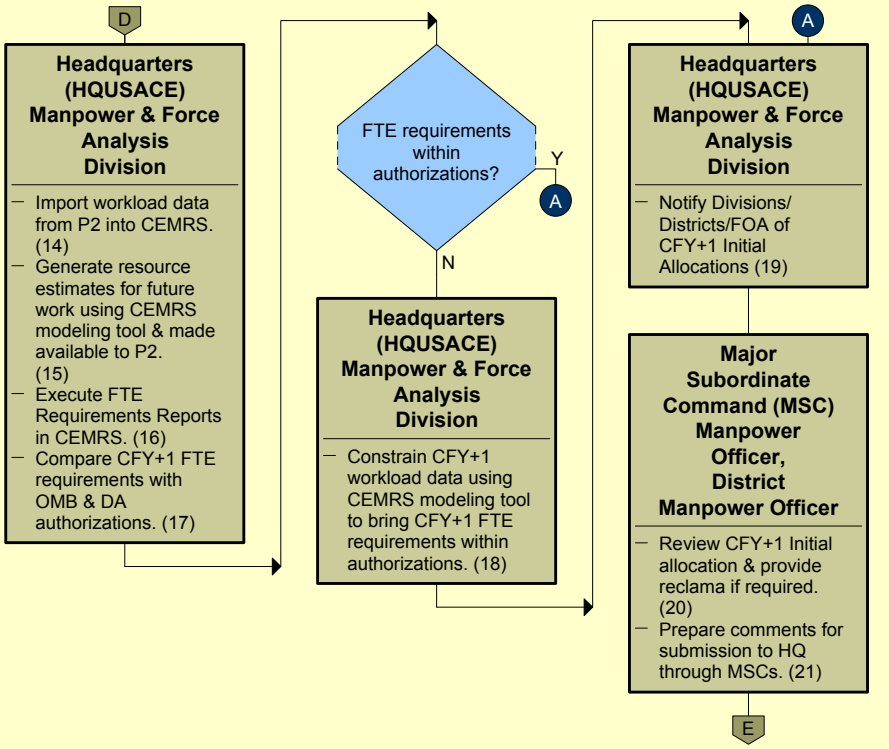


Copyright © Oracle Corporation, 2000. All rights reserved.

Manpower Requirements - PROC6000

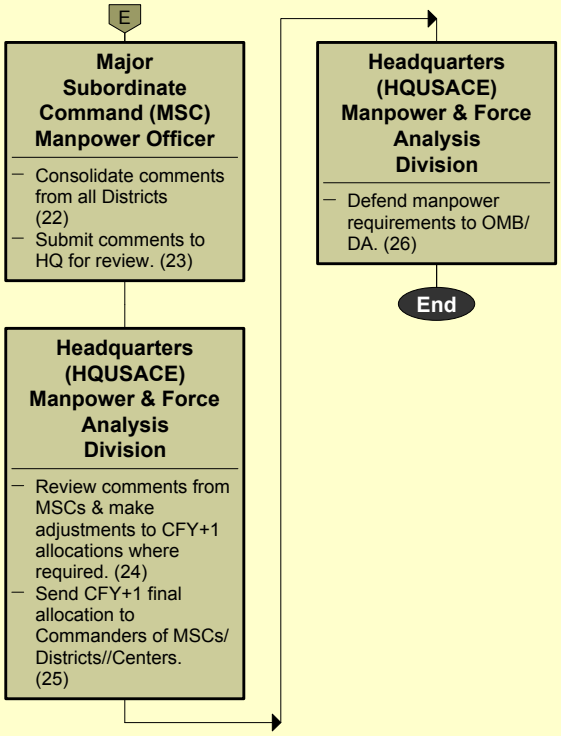


Manpower Requirements - PROC6000



Copyright © Oracle Corporation, 2000. All rights reserved.

Manpower Requirements - PROC6000



Copyright © Oracle Corporation, 2000. All rights reserved.